

13. BASIC FUNCTION OF POSITION

Incumbent is responsible for managing all aspects of expendable and non-expendable supplies to include the physical management of the warehouse and storeroom and USG property valued at over \$2.3 million US dollars. Position serves as the Customs and Shipping agent for all USG agencies and personnel at U.S. Embassy Wellington, U.S. Consulate General Auckland and U.S. Embassy Apia. In addition the incumbent provides support to the General Service Office with the completion of adhoc special projects and representational events.

14. MAJOR DUTIES AND RESPONSIBILITIES

A. SUPPLIES

50% of time

- Responsible for the establishing reorder points, developing orders (items and amounts for procurement), receipt, accountability, issuance and warehousing of all expendable and non-expendable supplies and equipment; issues furniture; maintains and reconciles property and custody records; conducts annual inventories (Chancery, Consulate General, Chief of Mission, Deputy Chief of Mission, Principal Officer Residences, warehouse and supply room); performs household inventory upon transfer of U.S. personnel; determines and collects the value of any damage done to property in accordance with established procedures; determines when items should be replaced; arranges disposal of items as needed per FAM regulations.
- Performs all receiving functions, including unpacking, identifying, and checking items against receiving documents, and acknowledging receipt on those documents to the Procurement section.
- Maintains updates and provides reports from the WebPass expendable stock records; reconciles expendable stock records and inventory counts. Recommends annual budget estimate for the replacement of these items. Prepares correspondence and reports on all supply matters.
- Maintains, updates and provides reports from the Asset Management module of the Integrated Logistics Management System (ILMS) as required for U.S. Embassy Wellington, U.S. Consulate General Auckland and U.S. Embassy Apia; generates reports and inventories as required quarterly, annually and bi-annual for A/LM and OBO/IF.
- Responsible for Embassy-owned warehouse including the physical security of items, organization of the warehouse and general cleanliness and safe work conditions. Also responsible for the accountability of USG

- property stored off-site commercially including liaising with commercial vendor and ensuring items are correctly stored to prevent damage and theft and that embassy storage fees are accurate.
- Responsible for an estimated \$2.3 million dollars of Expendable and Non Expendable property stored off-site commercially also at the Embassy warehouse and a store room located at the Chancery.
 - Responsible for setting up of residential quarters for newly-arrived personnel. This includes arranging and installing adequate initial furnishing.
 - Reviews and approves requisitions for the issuance of all supplies, obtaining the General Service Officer's concurrence in the issuance of items of substantial value or items in short supply.
 - Prepares periodic requisitions to GSA or to Department of State or associated agency headquarters for expendable supplies.
 - Provides daily direction, guidance and supervision to one warehouse/store person. Responsible for training and annual evaluation.
 - Provides guidance and supervision to two GSO staff members; one each at the U.S. Consulate General Auckland and U.S. Embassy Apia on issues concerning Shipping/Expendable and Non Expendable property.

B. CUSTOMS & SHIPPING

50% of time

- Responsible for the planning and facilitating of incoming and outgoing shipments and customs clearance of the household and personal effects, privately owned vehicles (POV), and other property of American personnel and of U.S. Government equipment and supplies.
- Serves as the Contracting Officer's Representative for the domestic Packing & Shipping contract. Issues Packing and Shipping work-orders as necessary and manages the day-to-day requirements for the local transfer U.S. Government property between the Embassy in Wellington, the Consulate General in Auckland and the Embassy in Apia, Samoa.
- Serves as a Ministry of Primary Industries (MPI) accredited person which is part of the criteria for the Chancery to be an approved facility to receive imported shipping sea containers. Attends MPI certification and accreditation courses as required and directed by MPI.
- Arranges for pick-up, customs clearance, storage or delivery, and unpacking of incoming shipments. Advises departing personnel of their entitlements under applicable agency regulations (STATE, DOD, etc.), customs regulations and requirements, and related matters.

- Arranges for pick-up, packing, shipment, and customs clearance of outgoing private and U.S. Government property. Prepares the necessary paperwork and documentation.
- Maintains contacts with officials of shipping, packing, and transfer companies, and with host country customs and other government officials.
- Prepares and types a variety of documents, letters, and other paperwork related to incoming and outgoing shipments.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- Education:** Completion of secondary school is required.
- Prior Work Experience:** Five years of experience in transportation, freight forwarding or warehousing is required and/or minimum of five years progressively responsible experience in warehouse/stores inventory and supply.
- Post Entry Training:** USG shipping and warehousing/property accountability procedures. New Zealand import/export requirements.
- Language Proficiency:** Level 4 English ability is required.
- Knowledge:** An excellent working knowledge of the Department of State and DOD regulations and procedures governing the shipment of household and personal effects and other private and U.S. Government property. An excellent and thorough working knowledge of the host country's customs, regulations, and procedures. An excellent knowledge of the abilities, capabilities, and general procedures of shipment and local transfer companies.
- Skills & Abilities:** Must be tactful, yet effective, in dealings with host country customs and other officials, and personnel of shipping, packing, and transfer companies. Must have solid knowledge of standard office and stores procedures. Must have good computer skills and general knowledge of Microsoft Office suite. Must have a clean driving record, hold a current NZ driver's license and be able to drive a 3-tonne truck. Must be able to lift items up to 40 kilos in weight.

16. POSITION ELEMENTS:

- Supervision Received:** Supervision received is general, performs most work independently, but technical assistance and guidance are available from the General Services Officer.

- b. Available Guidelines:** FAM and FAH regulations and procedures of the Departments of State and Defense, both of which are detailed and complex and require interpretation in their application to specific situations.
- c. Exercise of Judgment:** Considerable exercise of judgment in evaluating the capabilities and quality of work of shipping, packing and transfer companies. Must develop good working relationships with arriving and departing U.S. citizen personnel who are often affected by the stress associated with relocation and with customs officials of the host government. A high degree of tact, diplomacy, discretion, and persistence is required for effectiveness.
- d. Authority to make Commitments:** Full authority in management of routine service requests. Authority for non-routine service request delivery at the discretion of the General Service Officer
- e. Nature, Level & Purpose of Contacts:** Commercial retailers, wholesalers, GSA contractors, shipping and brokerage companies, US and FSN Mission and stateside personnel and NZ government ministry employees.
- f. Supervision Exercised:** One warehouse/stores person. Two staff located one each at American Consul General Auckland and American Embassy Apia.
- g. Time Required to Perform Full Range of Duties:** Twelve (12) Months.